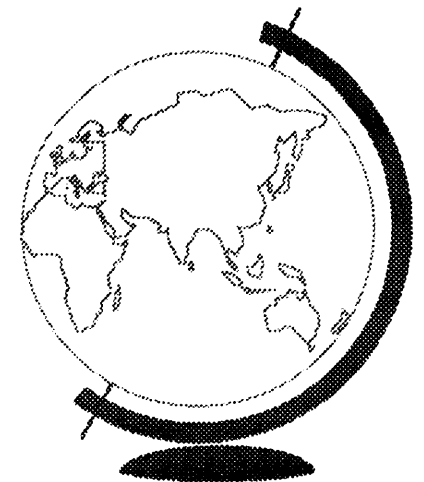


The Air Force Electronic Contract File

.....Moving to SPS

- ◆ Jan 98 - AF team went to AMS to develop operational contracting CONOPs for SPS
- ◆ A major tasking was work process flow
 - Navy MAJCOMs each designed their own by action type
 - ◆ Small construction
 - ◆ Large construction
 - ◆ Delivery orders
 - ◆ Past Performance



.....Moving to SPS

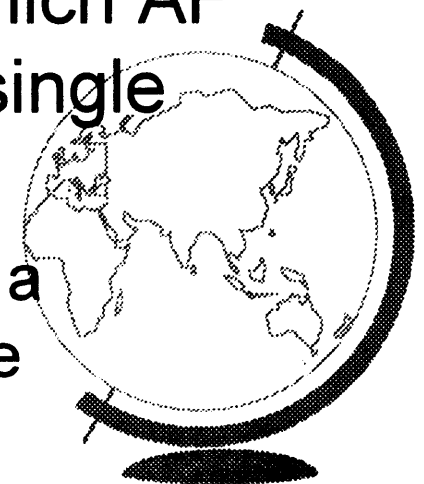
♦ AF approach

– Look for consensus

- ♦ Is there one right answer for large services, small construction, DO's, TO's, BOAs, etc.
- ♦ For a SABER order, do you use construction or delivery order

– To cover the diversity of actions which AF awards, the team came up with a single workflow process for all actions

- ♦ DRAFT!!!! Knew it wasn't perfect, but a baseline which required input from the MAJCOMs/DRUs.



.....Moving to SPS

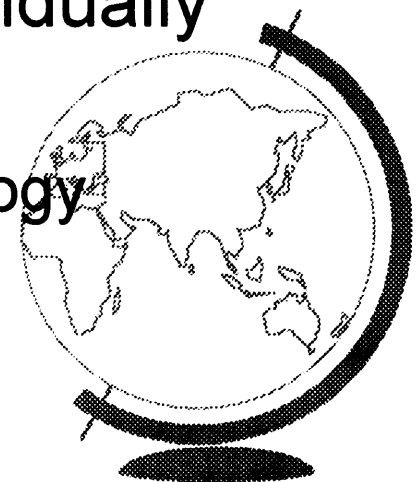
♦ Format

- Tasking sequence
 - ♦ SPS can link or mandate actions be completed prior to working on subsequent tasks
- Link appropriate forms to tasks in SPS
- Which tasks should be separate, which co-mingled
- What are the most efficient automation methods/processes in SPS
- Microsoft Word based



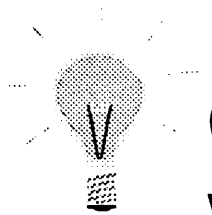
.....Moving to Paper Free

- ♦ SPS can use the work process flow as an electronic file folder
 - No matter how big, you need only one folder per contract action because it's electronic
 - Should DO's or Mods be filed individually or as part of the basis document
 - ♦ Site can set up appropriate methodology

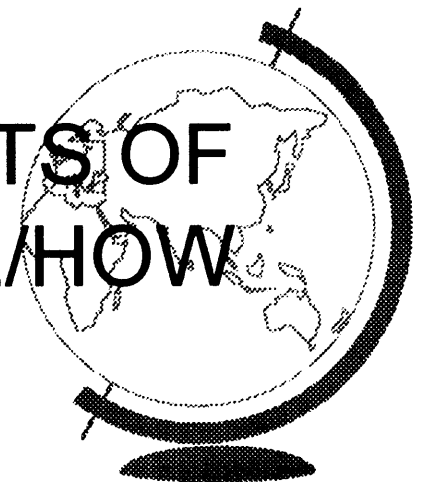


.....Moving to Paper Free

- ♦ If AF has one CONOPs, and
- ♦ If AF desires to have only one contract file format, and
- ♦ Since SPS can be used as the electronic file folder.....



CAN WE BLEND THE CONCEPTS OF
WORK PROCESS AND WHERE/HOW
WE FILE ELECTRONIC
DOCUMENTS???



.....Moving to Paper Free

- ♦ How do we unite the
 - SPS electronic process
 - MAC paper contract file process

...to get to the BEST of the BEST to create a single solution for both SPS and the paper files that will exist until we all migrate to SPS

